

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-96-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-03-004.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION

Various Programs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Michael L. Miller

260-5911

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-412-96-2*

DATE RECEIVED *11-27-95*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

3-23-00 *[Signature]*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-14-1995	<i>[Signature]</i> Michael L. Miller	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached EPA Records Schedules .		
	See attached → 099A 385		
	199H 014		
	208A 185		
	294A		
	356A		
	461A		
	511H		
	540A		
	683A		
	733A - NON-RECORD		
	586E		
	463A		
	184A		
	254H		
	257H		
	100A		
	Crossed out items withdrawn per 7/28/99 letter to EPA from NARA		
	BC		
	7-28-99		

Agency

DRAFT OF 10/6/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Information Collection Reports

PROGRAM: Policy

EPA SERIES NO: 199

AGENCY FILE CODE: POLI 199

NARA DISPOSAL AUTHORITY: N1-412-96-2/2
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Files used for the submission and approval of Information Collection Requests (Standard Form 83-I) by the Office of Management and Budget (OMB). Files include correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the Agency and OMB.

ARRANGEMENT:

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:

Federal Report Act of 1950
Federal Records Act of 1942
OMB Circular A-40
Paperwork Reduction Act of 1980, 44 USCA 3501, et seq.

EPA SERIES NO. 199

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic versions created with
office automation applications:
Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

a. Break file on approval or disapproval of request.

b. See Disposition Instructions.

DRAFT

DISPOSITION INSTRUCTIONS:

a. Retain in office for at least 3 years. Retire to FRC when no longer
active. Destroy when 10 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records were originally scheduled as part of item a
of N1-412-87-4/25. The disposition for these reports is being extended for
two reasons. First, programs find the need to refer to previous
justifications when preparing new ones. Program contacts indicate that they
go back as many as two previous submissions to research current requests for
information. Second, EPA has been challenged in court on their ability to
collect the information. Frequently the litigation is joined years after the
data collection effort. This revised disposition allows the Agency to respond
for 7 years after the cessation of collection. This meets the statute of
limitations and Agency legal needs.

AGENCY-WIDE GUIDANCE: Disposition is to be implemented by OP. Programs
preparing the request should include their copies as part of their program
management files, EPA 006, and apply the disposition appropriate to those
files (generally 5 years).

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Policy

Location: Waterside Mall

Inclusive Dates: 1982 -

Volume on Hand (Feet): 97

Annual Accumulation: 2 ft.
(feet or inches)

CONTACT POINT:

Name: Richard Westlund

Mail Code: 2137

Telephone: 202-260-2745

Office: Regulatory Information Div.

Room: M3313

EPA SERIES NO. 199

CONTROL INFORMATION:

RELATED ITEMS: EPA 006, EPA 198

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: N1-412-87-4/25a

Approval	Approval	Entry	Last
Date EPA	Date NARA	Date	Modified
4/28/95		9/21/92	10/6/99

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